

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration
7D24 Hqs

EXTENSION

NO.

DDA 87-2677

DATE

17 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

2.

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15.

Please pass on to each of these employees my appreciation for his/her contribution to making Family Day such a success. The many favorable comments which I have received about this event is evidence of the effort and fine work of each person.

William F. Donnelly

ORIG: EXA/DDA

Distribution:

Original - Addressee

1 - DDA Subject

1 - DDA Chrono

1 - EXA/DDA Chrono

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Family Day Certificate(s)

FROM:

EXTENSION

NO.

OP/PERS,

DATE

14 Dec 87

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA/EA/DDA
7D24 HQATTN:

14 DEC 1987

CS

In appreciation for the hard work of those Agency employee(s) who participated in Family Day. It would be appreciated if you would arrange for the attached certificate(s) to be presented at an appropriate ceremony.

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